



# KANSAS DEPARTMENT OF CORRECTIONS

	<b>INTERNAL MANAGEMENT POLICY AND PROCEDURE</b>	SECTION NUMBER	PAGE NUMBER
		01-101D	1 of 9
		<b>SUBJECT:</b>  <b>ADMINISTRATION: Development, Review and Dissemination of Departmental Policies and Procedures and Administrative Regulations</b>	
<b>Approved By:</b>  Secretary of Corrections		Original Date Issued: 03-05-14 Replaces Version Issued: N/A <b>CURRENT VERSION EFFECTIVE: 03-05-14</b>	

<b>APPLICABILITY:</b>	<input type="checkbox"/> ADULT Operations Only	<input type="checkbox"/> JUVENILE Operations Only	<input checked="" type="checkbox"/> DEPARTMENT-WIDE
-----------------------	--	---	---

## POLICY STATEMENT

The Department shall be operated and maintained as specified in applicable statutes, Kansas Administrative Regulations (KARs), and Internal Management Policies and Procedures (IMPPs). Unless an exception has been granted by the Secretary, all written departmental (i.e., system-wide) policies and procedures shall be promulgated by the Secretary through IMPPs and/or KARs. Wardens and Superintendents may issue General Orders and Post Orders for purposes of establishing local procedure and practice.

In order to provide consistency, prevent misinterpretation, and ensure effective and efficient achievement of Department goals, IMPPs and KARs governing departmental operations and activities shall be developed in a standardized written format, maintained, and disseminated to manual holders. A specific methodology for the development, review, and approval of IMPPs and KARs shall be established and strictly enforced.

All IMPPs are subject to full or partial suspension as the Secretary may, from time to time, deem necessary for the good of the Department and specifically to meet with the demands of emergency situations. Additionally, the effect of IMPPs with regard to specific facilities and/or departmental offices may be suspended, in full or in part, by the Secretary.

Although the Secretary may, through this IMPP, delegate specific duties and functions, the Secretary shall be ultimately responsible for developing and maintaining KARs and IMPPs and making them available to all staff.

## DEFINITIONS

Appointing Authority: As defined in IMPP 02-109, any person or group of persons empowered by the constitution, by statute, or by lawfully delegated authority to make appointments to positions in the State service pursuant to KAR 1-2-9. Where this term is used in this IMPP, it shall be read as referring to the "appointing authority or his/her designee."

Draft Revision: A document in which proposed modifications are presented in normal font, with the caption "DRAFT REVISION" in underlined bright red font between the first page header and the Policy Statement. A Draft Revision may be provided where proposed modifications are so extensive as to render redline formatting burdensome to the reader.

Endorsed Proposal: A written proposal for a new or revised policy, procedure, and/or regulation that has been advanced through established lines of authority and reviewed and approved by an appropriate Management Team member.

General Order: Written manifestation of local procedure and practice for an adult or juvenile facility. For purposes of this IMPP, General Order is the term used when referring collectively to General Orders, deletions of General Orders via the placement of their numbers on reserve status, and/or any facility policy memoranda that may be issued as supplemental to certain General Orders.

IMPP: Department of Corrections Internal Management Policies and Procedures.

IMPP History File: An archive file for every KDOC IMPP consisting of retired versions of the IMPP, revision proposals and corresponding IMPP Revision Cover Sheets, comments received during review processes, expired policy memoranda, and other communications relating to the IMPP.

IMPP Glossary: a comprehensive online glossary of definitions used in KDOC IMPPs.

Management Team (MT): A panel of Central Office management staff designated by the Secretary. Currently this panel is comprised of the Secretary; Deputy Secretaries; Chief Legal Counsel; Senior Counsel to the Secretary; Director of Fiscal Services; Director of Reentry & Release Planning; Director of Human Resources; Director of Enforcement, Apprehension and Investigations; Chairman of the Prisoner Review Board; Director of Information Technology; Communications Director/Special Assistant to the Secretary; and the Director of Victim Services.

Policy Administrator: Person designated by the Secretary as directly responsible for the administration of the Policy Unit.

Policy Memorandum: A document appended to the front of an existing IMPP which, under the authority of the Secretary, modifies the effect of existing provisions of the IMPP, adds new provisions, or deletes existing provisions with regard to the subsequent effect of the IMPP relative to the effective date of the Policy Memorandum.

Policy Unit: Section of the Department's Legal and Policy Division that administers all policy-related matters for the Department to ensure that policies and procedures are developed and managed in accordance with the provisions of this policy.

Post Order: A detailed listing of tasks and functions of a given post. This shall include, where necessary, a general overview and specific task assignments.

Redline Format: Text marked for correction or modification using a bright red font to signify changes; language proposed for deletion is presented in strikethrough and bright red font, and language proposed for addition is presented in underline and bright red font.

Staff Read Only (SRO) Policy: A security-related IMPP that is available to staff only; offender access to SRO Policies is strictly prohibited.

Substantive Change: Any change that represents a major shift in philosophy or mode of operation for the Department.

System Management Team (SMT): A management panel designated by the Secretary which is comprised of the Management Team, wardens, superintendents, parole directors, and Kansas Correctional Industries directors.

## **PROCEDURES**

### **I. General Provisions**

A. The Secretary shall be ultimately responsible for:

1. Formulating agency goals (ACO 2-1A-06, ACI 3-4003, APPFS 3-3005);
2. Translating agency goals into measurable objectives (ACO 2-1A-06, ACI 3-4003, APPFS 3-3005);

3. Establishing policies and priorities related to agency goals and objectives (ACO 2-1A-06, APPFS 3-3005);
  4. Informing other components of the correctional system, through dissemination of IMPPs and relevant KARs, of the extent and availability of services and programs for the agency population (ACO 2-1A-14); and,
  5. Consulting with other agencies within the criminal and juvenile justice system and community services agencies in the formulation of agency policies and procedures (ACO 2-1A-15).
- B. Chief Legal Counsel, as the Secretary's designee, shall be the responsible for drafting and disseminating KARs.
- C. The Policy Administrator shall act as the Secretary's designee to ensure the proper drafting, review, publishing, and dissemination of IMPPs, Policy Memoranda, and statements of annual review and review of KARs.
- D. All staff, including contract personnel and volunteers, shall be responsible for the proper implementation of Department regulations, policy, and procedures, and shall review the same on an ongoing basis as additions and revisions are issued.
1. As much as possible, staff shall actively participate in the development and review of Department regulations, policies, procedures, rules, organization programs, and goals and objectives contained within the Vision, Mission, and Values Policy, and Policy Development Guide. (ACO 2-1A-07, ACI 3-4004, APPFS 3-3006)
  2. Staff who become aware of breaches of Department regulations, policy, or procedures shall make their concern(s) known to the appropriate appointing authority as soon as possible without fear of retaliation and with confidence that their concerns will be adequately addressed.
- E. All staff and offenders shall be afforded timely and unhindered access to all Department regulations, IMPPs, and General Orders, except that Staff Read Only documents shall be available only to staff and not to offenders.
- F. All manifestations of departmental policy and procedures, including the Classification Manual and Employee Handbook, shall be reviewed annually and updated as needed. (ACO 2-1A-04, 2-1A-05, ACI 3-4013, APPFS 3-3019)
1. KARs and IMPPs shall be reviewed at least annually by the Policy Unit, and shall be revised as needed during the annual cycle.
  2. All other manifestations of agency policy (e.g., Employee Handbook, Classification Manual, General Orders, etc.) shall be reviewed annually by the appropriate Management Team member. (ACO 2-1A-17, 2-2A-29)
- G. In both the development and review of KARs, policies, and procedures, consideration shall be given to ensure that they address, and are responsive to, inherent gender-based differences of offenders.

## **II. Internal Management Policies and Procedures (IMPPs)**

- A. IMPPs, issued under the authority of the Secretary, shall be the vehicle for departmental policy and procedures not already contained within the Regulations of the Secretary, including health care policy.
- C. IMPPs shall be written according to the procedures and standard formats outlined in the IMPP Development Guide (Attachment A).

- D. Any DOC employee or organizational group may initiate a proposal for a new IMPP or to revise or revoke an existing one. (ACI 3-4004; 4-JCF-6A-15)
1. Such a proposal shall be created in digital format according to the procedures outlined in Attachment A, and shall be advanced through established lines of authority within the employee's/group's work facility/office.
    - a. If the proposal is a revision of an existing IMPP, the draft shall contain the full text of the currently effective document, presented in Redline Format, as defined herein.
      - (1) Currently effective versions of IMPPs are available for download from the [IMPP page](#) of the Department's intranet.
      - (2) When modifications and revisions are so extensive that redline formatting would be entirely too burdensome for the reader, a Draft Revision may be submitted, as defined herein.
    - b. If the proposal is for a new IMPP, the draft shall be created using the IMPP Template (Attachment B).
    - c. If the proposal is for revocation of an existing IMPP, a face sheet shall be generated which shall include a first-page header, followed by a brief history of the IMPP prior to deletion, as described in the "Policy Revocation" section of Attachment A.
  2. All proposals for revision, implementation, or revocation of KDOC IMPPs shall be accompanied by a completed Policy Revision Cover Sheet (Attachment C).
    - a. Proposals received in the Policy Unit without a Policy Revision Cover Sheet shall be returned to the point of origin through the appropriate Management Team member.
  3. The proposal may be modified or rejected by the appointing authority or designated staff member only, who may consider any employee/group recommendation.
  4. The appointing authority or designee shall submit approved proposals to the appropriate Management Team member or his/her designee for consideration, review, and approval.
    - a. Each Management Team member shall establish a process for ensuring that endorsed proposals are forwarded in the proper format, and in a timely manner, according to the procedures outlined herein.
  5. The endorsing Management Team member shall submit endorsed IMPP proposals to the Policy Unit.
  6. The Policy Unit shall review the endorsed proposal for completeness and accuracy.
    - a. Proposals that do not meet minimum standards of completeness, accuracy, and format shall be returned to the point of origin through the appropriate Management Team member.
  7. Approved drafts shall be circulated to the System Management Team for review, comment, and distribution to appropriate support staff.
    - a. The Policy Unit shall post the approved draft on the [5-Day Review page](#) of the Department's intranet with the Commenting feature enabled.

- b. The Policy Unit shall notify the System Management Team, via electronic mail, when proposed policy revisions have been posted for review and comment.
  - c. Within five (5) working days, reviewers shall submit their comments and recommendations using the Commenting feature on the intranet.
  - d. At the discretion of the Management Team, review and discussion of revisions may take place via memo, conference call, at System Management Team meetings or any other appropriate method.
8. The Policy Unit shall:
- a. review all comments and recommendations;
  - b. recommend appropriate revisions to the endorsing Management Team member or his/her designee; and
  - c. assist staff appointed by the endorsing Management Team member in preparing a final draft proposal.
9. The final draft proposal shall be submitted to the Secretary, who may:
- a. Approve the proposal with or without modification;
  - b. Reject the proposal;
  - c. Refer the proposal to KDOC staff of the Secretary's choosing for the purpose of further study and/or consultation with the Secretary.
    - (1) Upon referral of the proposal for further study, the Secretary or designee shall notify the Policy Unit of the referral, in order that the Policy Unit may accurately track the progress, status, and location of the proposal.
  - d. Direct that additional re-drafting be done.
    - (1) If re-drafting is directed, the Secretary shall specify those areas in need of revision.
    - (2) If re-drafting is directed, the Secretary shall specify the extent to which the re-drafted proposal shall be distributed for review and comment before finalization.
10. The Policy Unit shall notify designated staff and, as appropriate, volunteers and designated agencies, of new, revised, or revoked policies, and shall make such policies available as follows (ACO 2-1A-05; ACI 3-4015; APPFS 3-3020; 4-JCF-6A-15):
- a. Except for security-related IMPPs designated as "Staff Read Only," all IMPPs shall be public documents and subject to review by anyone prior to and during implementation (ACO 2-1A-17, 2-1A-16, 2-1A-20, ACI 3-4013, 3-4015, APPFS 3-3019).
    - (1) All current IMPPs will be available on the [IMPP page](#) of the Department's intranet.
    - (2) Except for security-related IMPPs designated as "Staff Read Only," all current IMPPs will be available on the Policies and Procedures page of the Department's internet site.

- (3) Each facility shall establish General Orders that provide staff and offenders with a minimum of three (3) means of accessing new or revised policies.
    - (4) Offender access to Staff Read Only policies shall be strictly prohibited.
- E. The Policy Unit may call for the use of different procedures from those prescribed herein for review of new or revised IMPPs, including the issuance of emergency IMPPs and Policy Memoranda, when so authorized by the Secretary to respond to emergencies or other special circumstances.
  - 1. Policy Memoranda shall be written in a standardized format as specified in Attachment D.
  - 2. Policy Memoranda shall only be contemplated for issue under the following circumstances:
    - a. There is a need to draw immediate and special attention to the revisions, and such could not reasonably be ensured within the context of simply revising the existing document; or,
    - b. The issue of the memorandum is to have only very temporary effect, and the full force and effect of the original IMPP is to return at some relatively near point in time.
- F. The Policy Unit shall maintain IMPP History Files for all KDOC IMPPs.
  - 1. Staff shall be permitted to review IMPP History Files upon request, but physical copies of IMPP History Files shall not be removed from the Policy Unit without express permission of the Policy Administrator.

### **III. Kansas Administrative Regulations (KARs)**

- A. Any DOC employee or organizational group may initiate a proposal for a new regulation, or to revise or revoke an existing one. (ACI 3-4004)
  - 1. Such a proposal shall be created in digital format and shall be advanced through established lines of authority within the employee's/group's work facility/office.
    - a. If the proposal is a revision of an existing regulation, the draft shall contain the full text of the currently effective document, presented in Redline Format, as defined herein.
      - (1) When modifications and revisions are so extensive that redline formatting would be entirely too burdensome for the reader, a Draft Revision may be submitted, as defined herein.
  - 2. The proposal may be modified or rejected by the appointing authority or designated staff member only, who may consider any employee/group recommendation.
  - 3. If approved, the appointing authority or designee shall:
    - a. submit proposals for new regulations from facilities and parole regional directors to the appropriate Management Team member or his/her designee for consideration, review, and approval;
    - b. submit proposals for new regulations governing administration of community corrections programs submitted by directors of programs to the Deputy Secretary for Community and Field Services for consideration, review, and approval.

- c. Each Management Team member shall establish a process for ensuring that endorsed proposals are forwarded in the proper format, and in a timely manner, according to the procedures outlined herein.
4. The endorsing Management Team member shall submit endorsed KAR proposals to the Chief Legal Counsel for consideration, review, and approval.
5. In reviewing and considering proposals for new regulations, the appropriate Management Team member, Chief Legal Counsel, and the Secretary shall follow and apply all applicable criteria set forth in Attachment E, "Regulatory Review Worksheet."
6. Once a new or revised administrative regulation is approved by the Secretary, the Chief Legal Counsel shall submit the proposed regulation for approval through established procedures for executive and legislative review and approval.
  - a. Chief Legal Counsel may make such technical changes in the regulation during this review and approval process as are necessary to respond to concerns raised by the Department of Administration or Attorney General.
    - (1) If the changes are technical and not substantive in nature, the Chief Legal Counsel need not notify the Secretary and other staff.
    - (2) If the changes are substantive in nature, the Chief Legal Counsel shall notify the Secretary.
7. Chief Legal Counsel shall ensure that all employees, contract staff, volunteers, and when appropriate, offenders, shall have access to or are the recipients of relevant new or amended Kansas Administrative Regulations, prior to their implementation (ACO 2-1A-17, 2-1A-16, 2-1A-20, ACI 3-4013, 3-4015, APPFS 3-3019, 3-3020).
8. In addition to any review of KARs conducted by the Policy Unit, all regulations in Chapter 44, Kansas Administrative Regulations shall be reviewed on an annual basis by the Chief Legal Counsel and/or designated staff. Staff involved in the review and approval process shall follow and apply all applicable criteria set forth in Attachment E. Review of proposals for changes to pre-existing administrative regulations shall otherwise be handled in the same manner as proposals to change IMPPs.
  - a. The review of the Chapter 44 administrative regulations shall occur throughout the calendar year by the Policy Unit, with specific groups of regulations assigned for review by the Policy Unit based upon the anniversary of their last date of issue.

#### **IV. Annual Review of IMPPs and KARs**

- A. The Policy Unit shall ensure that all IMPPs and KARs are reviewed at least once per year.
  1. In determining the schedule for review of such IMPPs and KARs, the Policy Unit shall determine the last effective date of each IMPP and KAR, and shall conduct a review of such documents upon the anniversary of such dates.
    - a. The review conducted by the Policy Unit shall consist of a personal review of each document, coupled with presenting the document to the System Management Team for review during the anniversary month.
    - b. Written comments and/or suggestions for IMPP and/or KAR modification, including policy revisions and efficiency and effectiveness improvements, shall be submitted to the Policy Unit via electronic mail by the close of business on the last working day of the month during which the documents are presented to the System Management Team for review.

2. The primary role of the Policy Unit shall be to:
  - a. review the IMPP or KAR for consistency with professional standards and applicable authorities;
  - b. assemble written comments/suggestions that have been received from System Management Team members relative to each IMPP or KAR being reviewed;
  - c. re-issue any IMPPs deemed satisfactory with regard to their current content, and that are not judged in need of revision;
    - (1) Such reissued IMPPs shall indicate in the document header that the IMPP has been reissued subsequent to review, and that the content of the document remains unchanged.
  - d. prior to submission to the Secretary for signature, ensure that all proposed policy revisions are circulated to all System Management Team members for review and comment;
    - (1) System Management Team members shall have five (5) working days from the date of distribution of the revised IMPPs to forward their comments electronically to the Policy Unit.
    - (2) Upon receipt of comments, the Policy Unit shall work with appropriate Management Team members to make a final determination with regard to the comments, and shall effect such further revision of the appropriate IMPP(s) as may be required prior to their submission to the Secretary for signature.
    - (3) In preparing the revised IMPP(s) for the Secretary's signature or revised KARs for consideration by the Chief Legal Counsel, the Policy Unit shall inquire of the involved parties as to the reasons for the revision(s), and shall include a summary statement of such reasons in any subsequent distribution of such documents upon their final issue.
      - (a) Such information shall be imparted to the Policy Unit via electronic mail, and through response to the interrogatories contained in Attachment C, Policy Revision Cover Sheet or Attachment E, Regulatory Review Worksheet, as appropriate.
      - (b) Such summary statements shall become documents of record with regard to the IMPPs and/or KARs involved, and shall be filed with the revised documents in any appropriate history files pertaining to these policies and/or administrative regulations.
  - e. prepare final revisions for the Secretary's review and signature; and,
  - f. prepare and disseminate policy revisions as approved by the Secretary, and as accompanied by pertinent summary statements regarding the reasons for their issue.
3. The annual schedule of IMPPs and KARs for review shall be posted on the KDOC INTRANET site, and shall also be subject to such additional means of circulation and/or publication as deemed necessary by the Policy Unit for the effective dissemination of the schedule to affected agency staff.



**V. General Order Development and Review**

- A. As provided in IMPP 01-127, Wardens and Superintendents may issue General Orders and Post Orders for purposes of establishing local procedure and practice consistent with agency policies and regulations. (4-JCF-6A-15)

**VI. This IMPP shall serve as final policy in all departmental facilities, and no General Orders shall be allowed on this subject.**

**NOTE:** The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities who are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

**REPORTS REQUIRED**

None.

**REFERENCES**

K.S.A. 75-5251, 75-5256  
IMPP 01-102  
ACO 2-1A-04, 2-1A-05, 2-1A-06, 2-1A-07, 2-1A-14, 2-1A-15, 2-1A-16, 2-1A-17, 2-1A-20, 2-2A-29  
ACI 3-4003, 3-4004, 3-4013, 3-4015  
APPFS 3-3005, 3-3006, 3-3019, 3-3020  
4-JCF-6A-08; 4-JCF-6A-15  
Executive Order 00-03

**ATTACHMENTS**

Attachment	Title of Attachment	Page Total
A	IMPP Development Guide	6 page(s)
B	IMPP Template	3 page(s)
C	Policy Revision Cover Sheet	2 page(s)
D	Policy Memorandum	1 page(s)
E	Regulatory Review Worksheet	1 page(s)



## IMPP DEVELOPMENT GUIDE

All KDOC IMPPs shall be written according to the procedures and standard formats outlined in this Guide.

An IMPP Template is available at IMPP 01-101D Attachment B for use in proposing new IMPPs. Currently effective versions of IMPPs are available for download from the [IMPP page](#) of the Department's intranet.

### POLICY REVISION COVER SHEET

All proposals for revision, implementation, or revocation of KDOC IMPPs shall be accompanied by a completed Policy Revision Cover Sheet (Attachment C). The cover sheet shall include contact information for the person proposing the revision, as well as the endorsing Management Team member. Deadlines relevant to the processing of the revision shall be indicated on the cover sheet. Reasons for the proposal shall be set forth in the relevant sections of the cover sheet.

The cover sheet will be provided to System Management Team members during the 5-day Review process; it will be provided to the Secretary on submission of the final revision for signature; and it will be added to the IMPP history file.

### GENERAL GUIDELINES

Do not allow policies to become too long and unwieldy. As a general rule, consider subdividing any policy over ten (10) pages (exclusive of attachments) into multiple, shorter IMPPs.

#### **General Formatting**

IMPPs shall be drafted for a standard page size of 8.5" x 11" using left, and right margins of .75" and top and bottom margins of .5". Except for section headings, captions and page headers, text shall be black Arial 10pt, left-justified.

Every IMPP shall include the following sections:

- First Page Header
- Policy Statement
- Definitions
- Procedures
- Closing Note
- Reports Required
- References
- Attachments

Where a required section is not applicable, include the section heading and indicate "None."

If a policy requires the completion of forms, such forms shall be listed and included as attachments to the IMPP.

#### **Common Terms**

To indicate that a provision is mandatory, use the terms "shall" and "shall not". To indicate that a provision is permissive and allows for discretion, use the term "may." Avoid use of the terms "will" and "should."

Use the term "facility," not "institution" or "office."

Use the term "corrections" or "correctional," not "penal."

Use the term "offender," not "inmate."

### Paper Color

Printed copies of IMPPs shall conform to the following requirements:


- IMPPs standard **white** paper, except for Staff Read Only IMPPs
- Staff Read Only IMPPs light **yellow** paper
- Policy Memoranda light **pink** paper

### PAGE HEADERS

#### First Page Header

The first page of all KDOC IMPPs shall include the following header (which can be copied from the IMPP Template included as Attachment B of IMPP 01-101D):

### **KANSAS DEPARTMENT OF CORRECTIONS**

 Department of Corrections	<b>INTERNAL MANAGEMENT POLICY AND PROCEDURE</b>	SECTION NUMBER <b>##-###A</b>	PAGE NUMBER <b># of #</b>
		SUBJECT: <b>CHAPTER TITLE: Policy Title</b>	
Approved By:   Secretary of Corrections		Original Date Issued: <b>##-##-##</b>	
		Replaces Version Issued: <b>##-##-##</b>	
		<b>CURRENT VERSION EFFECTIVE: ##-##-##</b>	

<b>APPLICABILITY:</b>	<input checked="" type="checkbox"/> <b>ADULT Operations Only</b>	<input type="checkbox"/> <b>JUVENILE Operations Only</b>	<input type="checkbox"/> <b>DEPARTMENT-WIDE</b>
-----------------------	--	--	---

- Section Number: The first two digits shall identify the IMPP chapter number, followed by the sequential number of the policy within the chapter. Every Section Number shall be followed by a letter designating applicability as follows:

**A** = policy applies only to ADULT Operations of the KDOC  
**J** = policy applies only to JUVENILE Operations of the KDOC  
**D** = policy applies DEPARTMENT-WIDE to all operations of the KDOC

- Subject: The IMPP chapter title shall be entered in all capital letters, followed by the policy title. Policy titles shall be presented using Title Case/Initial Caps. Policy titles should be concise.
- Applicability: The applicability of the policy shall be indicated by a capital letter X in bright red font

#### Subsequent Page Headers

All subsequent pages shall include a page header in the upper right hand corner indicating page number, total number of pages in the policy (exclusive of attachments), the IMPP number, and the effective date of the current revision:

### **Attachment Page Headers**

All attachments shall include a page header in the upper right hand corner indicating page number, total number of pages in the attachment, the identifying letter of the attachment, the associated IMPP number, and the effective date of the current revision.

Page # of #, Attachment \_\_, IMPP ##-###-\_  
Effective ##-##-##

### **“Staff Read Only” Policy Page Headers**

Staff Read Only policies shall be identified as "STAFF READ ONLY" on every page. On the first page, this shall be indicated in bold capital letters, highlighted in yellow, centered between the first page header box and before the Policy Statement section:

**STAFF READ ONLY**

On subsequent pages, this shall be indicated in bold capital letters, highlighted in yellow, at the left margin of the page header:

**STAFF READ ONLY**

Page # of #, IMPP ##-###-\_  
Effective ##-##-##

## **POLICY STATEMENT**

Every IMPP shall contain an introductory statement of philosophy and purpose. The policy statement shall explain, in simple and direct complete sentences, the purpose(s) of the IMPP. Policy statements should be limited to a few sentences and shall not include procedures.

## **DEFINITIONS**

Standard definitions shall be used to the extent possible. The [Online IMPP Glossary](#) provides guidance for terms to be used in IMPPs, and is available on the IMPP page of the Department's intranet. Where an acceptable definition is already in use in existing policies, that definition should be used in the policy being revised. If modified or new definitions are included, this must be explained on the Policy Revision Cover Sheet.

Definitions shall be provided for key words or phrases used within the policy that are not commonly understood, need further explanation, or have a specific meaning within the policy. If no definitions are necessary, state "None."

The word or phrase being defined shall be entered in Title Case/Initial Caps, followed by a colon (which shall *not* be underlined) and two spaces, followed by the definition. The definition may include complete sentences, if applicable, but shall not include procedures.

## **PROCEDURES**

Procedures shall be written in an “active voice,” using terms such as “shall” and “may.” The terms “shall” and “shall not” communicate that requirements are mandatory; the term “may” is permissive and allows for discretion. Avoid use of the terms “will” and “should.” In order to avoid creating legal rights, include provisions for exceptional circumstances.

Procedures shall be presented as direct, simple, complete sentences stating the specific actions to be taken (how) and by whom. Using descriptive titles (e.g., "Chief of Security," not "Corrections Supervisor II"), indicate the individual or unit responsible for the action, and state the extent to which discretion is allowed.

Procedural steps shall be presented in the order in which they are to occur. Indicate the time(s) and location(s) relevant to the procedure, and the form of communication involved (telephone, written notice) in completing procedure.

## **Outlining**

Procedures shall be presented in outline style to provide clear and concise communication of standards. Outline levels shall be organized using:

- |  |           |
|--|-----------|
| • uppercase Roman numerals in bold     | <b>I.</b> |
| • uppercase letters                    | A.        |
| • Arabic numerals                      | 1.        |
| • lowercase letters                    | a.        |
| • Arabic numerals inside parentheses   | (1)       |
| • lowercase letters inside parentheses | (a)       |
| • lowercase Roman numerals.            | i.        |

Each outline level shall be single-spaced, with double spacing between outline levels. Each outline level shall be indented five (5) spaces, and text shall begin five (5) spaces after the outline number. Use margin and tab settings to indent, not the space bar. Do not use periods after or within parentheses when numbering outline levels. Emphasize major topic areas (Roman numeral headings) in bold print. Capitalize the first letter of the first word of each topic and subtopic. Use periods after complete sentences. Use commas or semicolons between continuing subtopics with the conjunction "and", "or", or "and/or" before the last subtopic.

A sample outline can be copied from the IMPP Template included as Attachment B of IMPP 01-101D.

## **Applicability Exceptions**

In some instances, a policy will be *generally* applicable to all operations of the Department, but a specific provision will require different treatment for adult and juvenile operations. In such cases, the procedures relating to adult operations shall be set forth first, preceded by the word "**ADULT**" in bold capital letters. The procedures relating to juvenile operations shall be set forth in the subsection immediately after the adult provision, preceded by the word "**JUVENILE**" in bold capital letters.

A sample outline can be copied from the IMPP Template included as Attachment B of IMPP 01-101D.

## **"Exclusive Policy" Provision**

If the IMPP can serve as policy for all DOC facilities without allowances for facility differences, the following statement shall be included, in bold print, as the final Roman numeral topic at the end of the Procedures section:

**VII. This IMPP shall serve as final policy in all departmental facilities, and no General Orders shall be allowed on this subject.**

## **CLOSING NOTE**

This Note shall follow the Procedures section of all IMPPs:

**NOTE:** The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities who are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the State of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

## REPORTS REQUIRED

Any reports that are required on a regular basis as a result of the procedures shall be listed in this section of the IMPP. All reports listed in this section are to be entered on the Department's Master Calendar.

Specify who is responsible for preparation of the report, to whom the report is submitted, and the time schedule for the required report.

*Example:*

<u>Name/Type of Report</u>	<u>By Whom/To Whom</u>	<u>Due</u>
Maintenance Inspection Sheet	Chief of Security to Appointing Authority	Monthly

If no reports are necessary, state "None."

## REFERENCES

Citation shall be made to any official documents, laws, regulations, policies, and accreditation standards that serve as foundations of the policy or are referenced in the policy. References shall be listed in descending order of authority; numbers within each group shall be listed in ascending order.

K.S.A. ...  
K.A.R. ...  
IMPP ...  
ACO ...  
ACI ...  
APPFS ...  
JCF ...  
Executive Order ...

## ATTACHMENTS

All attachments shall be identified by capital letters and listed in this section, including the titles of the attachments and the total number of pages in each attachment.

Attachment	Title of Attachment	Page Total
A	Title	#
B	Title	#
C	Title	#

All attachments shall include a page header in the upper right hand corner indicating page number, total number of pages in the attachment, the identifying letter of the attachment, the associated IMPP number, and the effective date of the current revision.

*Example:*

Page 5 of 4, Attachment A, IMPP ##-###-  
Effective ##-##-##

The KDOC form number, if applicable, shall be included at the bottom of the attachment.

If no attachments are necessary, state "None."

## POLICY REVOCATION

Revoked IMPPs placed on "reserve" status because their contents were deleted or merged into another IMPP shall have such status reflected on an IMPP face page, which shall include a first-page header, followed by a brief history of the IMPP prior to deletion.

*Example 1:*

### NOTICE OF REVOCATION

[Title of Revoked IMPP] – This IMPP was originally issued on [date]. Because [reason for revocation], this IMPP was revoked on [date] and incorporated into IMPP ##-###\_. To avoid redundancy, IMPP ##-### is deleted, and IMPP manual users seeking policy and procedures related to this subject are referred to IMPP ##-###: CHAPTER TITLE: Policy Title.

*Example 2:*


### NOTICE OF REVOCATION

[Title of Revoked IMPP] – This IMPP was originally issued on [date]. Because [reason for revocation], this IMPP was revoked on [date]. Portions of this IMPP pertaining to [topic] were incorporated into IMPP ##-###\_, while portions pertaining to [topic] were incorporated into IMPP ##-###\_. To avoid redundancy, IMPP ##-### is deleted, and IMPP manual users seeking policy and procedures related to this subject are referred to IMPP ##-###\_: CHAPTER TITLE: Policy Title or IMPP ##-###\_: CHAPTER TITLE: Policy Title, as applicable.

## IMPP TEMPLATE

Use of this template in proposing new IMPPs ensures consistency in style, margins, and spacing and assures that text revisions can be made efficiently. Users are referred to the procedures and guidelines set forth in IMPP 01-101D for detailed instructions.

### KANSAS DEPARTMENT OF CORRECTIONS

	<b>INTERNAL MANAGEMENT POLICY AND PROCEDURE</b>	<b>SECTION NUMBER</b>  ##-###A	<b>PAGE NUMBER</b>  # of #
		<b>SUBJECT:</b>  <b>CHAPTER TITLE:</b> Policy Title	
<b>Approved By:</b>    Secretary of Corrections		Original Date Issued:	##-##-##
		Replaces Version Issued:	##-##-##
		<b>CURRENT VERSION EFFECTIVE:</b>	##-##-##

<b>APPLICABILITY:</b>	<input checked="" type="checkbox"/> <b>ADULT Operations Only</b>	<input type="checkbox"/> <b>JUVENILE Operations Only</b>	<input type="checkbox"/> <b>DEPARTMENT-WIDE</b>
-----------------------	--	--	---

### DRAFT REVISION

#### POLICY STATEMENT

Every IMPP shall contain an introductory statement of philosophy and purpose. The policy statement shall explain, in simple and direct complete sentences, the purpose(s) of the IMPP. Policy statements should be limited to a few sentences and shall not include procedures.

#### DEFINITIONS

IMPP: Department of Corrections Internal Management Policies and Procedures.

Redline Format: Text marked for correction or modification using a bright red font to signify changes; language proposed for deletion is presented in strikethrough and bright red font, and language proposed for addition is presented in underline and bright red font.

#### PROCEDURES

- I. **Major Topic Area** (these should be headings using Title Case/Initial Caps, not complete sentences)
  - A. Subtopic (each outline level should be indented five (5) spaces (standard tab) to the right of its parent section)
    1. Set forth procedural steps in complete sentences. Each outline level shall consist of a single-spaced paragraph. Where a section exceeds a single line of text, a hanging indent should be used, so that all lines of text appear indented five spaces to the right of the section number/letter.
    2. Double-spacing shall be used between outline levels.
      - a. Each outline level shall be intended five (5) spaces.



- b. Text shall be indented five (5) spaces (standard tab) after the number or letter of the outline level.
  - (1) Do not use periods after or within parentheses.
  - (2) Where continuing subtopics or lists are indicated:
    - (a) each level shall end in a comma or semicolon;
    - (b) the last level shall be preceded by a conjunction (“and,” “or,” or “and/or”); and
    - (c) the conjunction shall be placed after the semicolon.
      - i.
      - ii.

B. Second Subtopic – Applicability Exception

- 1. Text of general policy provision....
  - a. **ADULT:** Text of the adult-specific version of the policy provision....
    - (1) Include any subsections applicable to adult operations.
  - b. **JUVENILE:** Text of the juvenile-specific version of the policy provision....
    - (1) Include any subsections applicable to juvenile operations.
- 2. Text of general policy provision....

II. Second Major Topic Area

A. Subtopic

III. **This IMPP shall serve as final policy in all departmental facilities, and no General Orders shall be allowed on this subject.**

**NOTE:** The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities who are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

**REPORTS REQUIRED**

Name/Type of Report	By Whom/To Whom	Due
Maintenance Inspection Sheet	Chief of Security to Appointing Authority	Monthly

## **REFERENCES**

K.S.A. ...  
K.A.R. ...  
IMPP ...  
ACO ...  
ACI ...  
APPFS ...  
JCF ...  
Executive Order ...

## **ATTACHMENTS**

<b>Attachment</b>		<b>Title of Attachment</b>	<b>Page Total</b>
A	Title		# page(s)
B	Title		# page(s)
C	Title		# page(s)
D	Title		# page(s)

This information will assist in the efficient processing of the revision; it will be shared with the System Management Team members who review the proposal; it will be presented to the Secretary when the final revision is submitted for signature; and it will be added to the IMPP history file.

<input type="checkbox"/> Policy Revision	<input type="checkbox"/> New Policy	<input type="checkbox"/> Revocation
<div style="border: 1px solid black; padding: 5px; display: inline-block;">             Staff Read Only: <input type="checkbox"/> yes <input type="checkbox"/> no           </div>		
IMPP # _____ Title/Subject Matter: _____		
Contact/Proponent of Revision: _____ Phone: _____		
Management Team Member Endorsing Proposal: _____		
Relevant Deadline(s): _____		

**Part A.** Provide a brief summary describing the nature of the proposed revision and the reason(s) for revising the policy.

[illegible]

**Part B.** For each section of the policy, provide details about proposed revisions.

Rationale for Proposed Revision		
POLICY STATEMENT	<p>Explain why the Policy Statement needs to be revised, the desired result, and the consequence(s) of not making the proposed revisions. Has the mission of the Department changed such that the current POLICY statement is either inadequate or inaccurate? Is the current IMPP inadequate with regard to performing the required functions indicated within the POLICY statement?</p>	
DEFINITIONS	<p>Do DEFINITIONS within the IMPP require revision? Are new DEFINITIONS required? Was the Department's Online IMPP Glossary searched for existing DEFINITIONS? Explain why new or revised DEFINITIONS are needed.</p>	
PROCEDURES	<p>Do existing PROCEDURES require revision, or are new PROCEDURES required? Why? Describe what would be achieved by implementing the proposed revisions and the consequence(s) of not doing so.</p>	
REPORTS	<p>Are additional REPORTS required? Do existing REPORTS need to be modified? Describe what would be achieved by implementing the proposed revisions and the consequence(s) of not doing so.</p>	
ATTACHMENTS	<p>Do ATTACHMENTS need to be revised, or do new ATTACHMENTS need to be added? Describe what would be achieved by implementing the proposed revisions and the consequence(s) of not doing so.</p>	

## Policy Memorandum<sup>1</sup>

This Policy Memorandum Issuance # \_\_\_\_\_

Effective Date \_\_\_\_\_

Expiration Date \_\_\_\_\_<sup>2</sup> (required)

\_\_\_\_\_ Addresses subject matter for which an IMPP will be forthcoming and assigned to Chapter(s) \_\_\_\_\_ of the IMPP manual.

\_\_\_\_\_ Amends or modifies existing IMPP(s) # \_\_\_\_\_

\_\_\_\_\_ Elaborates on the contents of IMPP(s) # \_\_\_\_\_

\_\_\_\_\_ Is for Staff Only \_\_\_\_\_ Is for Both Staff and Offenders

\_\_\_\_\_  
Secretary of Corrections

Date: \_\_\_\_\_

---

<sup>1</sup> Note: To keep your IMPP Manual current, please place this Policy Memorandum in your manual at the appropriate location. If the memorandum addresses subject matter for which an IMPP will be forthcoming, place this issuance before the first IMPP in the Chapter indicated. If the memorandum addresses an existing IMPP, the issuance should be placed in front of the existing policy. If this memorandum is for both staff and offenders, it shall be immediately posted.

<sup>2</sup> Unless another Policy Memorandum or IMPP on this subject is issued, the requirements contained herein have no force and effect after the indicated expiration date.

## **Regulatory Review Worksheet**

Regulation Number Under Review: \_\_\_\_\_

<b>Yes</b>	<b>No</b>	<b>Section A.    <i>Need</i></b>
<input type="checkbox"/>	<input type="checkbox"/>	Is the rule necessary to comply with the statutes that authorize it?
<input type="checkbox"/>	<input type="checkbox"/>	Is the rule obsolete, duplicative, or ambiguous to a degree that warrants repeal or revision?
<input type="checkbox"/>	<input type="checkbox"/>	Is the rule broader than necessary to accomplish its purpose or objective?
<input type="checkbox"/>	<input type="checkbox"/>	Is the regulation suitable for placement in a new or existing IMPP?
		Comments:
<b>Section B.    <i>Clarity</i></b>		
<input type="checkbox"/>	<input type="checkbox"/>	Is the rule written and organized in a clear and concise manner so it can be readily understood by those to whom it applies?
		Comments:
<b>Section C.    <i>Cost</i></b>		
<input type="checkbox"/>	<input type="checkbox"/>	Have the benefits of the rule been considered in relation to its costs?
<input type="checkbox"/>	<input type="checkbox"/>	Do the benefits of the rule exceed the costs of the rule?
		Comments:
<b>Section D.    <i>Fairness</i></b>		
<input type="checkbox"/>	<input type="checkbox"/>	Does the rule result in equitable treatment of those required to comply with it and those affected by the rule in other ways?
		Comments:
<b>Section E.    <i>Effectiveness</i></b>		
<input type="checkbox"/>	<input type="checkbox"/>	Has the rule been effective in achieving the purpose for which it was established?
		Comments:

Does this Regulation need to be:    ☐ **deleted**    or    ☐ **amended**?

Summarize any amendments recommended

(Attach additional pages as needed for comments and/or recommendations.)